

# GSFC Waiver Request

Refer to GPR 1400.1, Waiver Process  
See form completion instructions on page 2.



1a) Initiator Name:	1b) Signature:	1c) Code:	1d) Telephone:	2) Date of Request:
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3a) Requirement Document Title:	3b) Requirement Document # and Revision:	3c) Section/Paragraph/Page Reference:
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3d) Requirement to be waived:
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4a) Site/Facility:	4b) Operation/ Activity/Organization:	4c) Duration:
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## Waiver Request Justification

5a) Purpose/Rationale:
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5b) Will Requirement Application Conflict With Another Requirement?
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5c) Does Application of the Requirement Fail to Achieve, or is Not Necessary to Achieve, the Underlying Purpose of the Requirement?
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5d) Other Pertinent Data or Information Related to the Request:
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5e) Additional Risk Acceptance Identification and Justification Incurred if the Waiver is Granted:
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## Additional Justification for Environmental, Safety, Health or Security Requirement Waiver Request

6a) Special Circumstances Warranting a Granting of the Waiver ( <i>see form instructions</i> ):
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6b) Alternative or Mitigating Actions ( <i>see form instructions</i> ):
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## GSFC Routing

7a) Project Manager (sign/date):	Approve	Disapprove	7b) Director of (sign/date):	Approve	Disapprove
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7c) GSFC OIC (sign/date):	Approve	Disapprove	8) Waiver Request Number:
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9) Approval/Disapproval Comment:
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## Routing for waiver of Agency requirement only

10) OIC of NASA HQ (sign/date):	Approve	Disapprove	Directorate:
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10a) Approval/Disapproval Comment:
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# Instructions for GSFC Waiver Request Form

This form shall be used to request a waiver from GSFC or Agency requirements in accordance with GPR 1400.1, Waiver Process

## INITIATOR

- 1) Enter submitter's name, signature, organization, code number, and phone number.
- 2) Enter the date of the request.
- 3a) Identify the title of the document containing the requirement for which the waiver is being sought.
- 3b) Identify the requirement document number and revision (e.g., GPR xxxx.x).
- 3c) Identify the page, paragraph and/ or section number of the requirement document where the applicable requirement is stated.
- 3d) Quote the requirement for which the waiver is being sought.
- 4a) Identify the general site/facility which the scope of the waiver (e.g., GSFC, Wallops Flight Facility only).
- 4b) Identify the specific organization or project activity within the scope of the waiver (e.g., Mechanical Systems Division, James Webb Space Telescope Project).
- 4c) Identify the duration of the waiver if approved. The duration may be expressed in terms of a calendar range or project milestones (e.g., FY 09, in effect until disposal for Project XYZ).
- 5a) Identify why the waiver is considered necessary. Address, if applicable, how the requirement will be partially met.
- 5b) Identify any other requirements that would conflict with application of the subject requirement in the particular circumstances if not waived.
- 5c) Identify if/how application of the subject requirement would not achieve, or is not necessary to achieve, the underlying purpose of the requirement.
- 5d) Identify any other pertinent information or data that would justify the approval of a waiver.
- 5e) Identify and justify any additional risk that would be incurred if the waiver is granted.
- 6a) If the waiver request seeks relief from an environmental, safety, health or security requirement, provide a description of any special circumstances that warrant granting of the waiver, including whether: a) application of the requirement in the particular circumstances would not be justified by any safety and health reason; b) the waiver would result in a health and safety improvement that compensates for any detriment that would result from getting the waiver; or c) there exists any other material circumstances not considered when the requirement was adopted for which it is in the public interest to grant a waiver.
- 6b) If the waiver request seeks relief from an environmental, safety, health or security requirement, provide a description of any alternative or mitigating action that will be taken to ensure adequate safety and health and protection of the public, the workers, and the environment for the period the waiver will be effective.

## ROUTING

- 7a) Project Manager signature/date is required for any projects identified as within the scope of the request in block 4b. Otherwise, this block should be designated as N/A.
- 7b) Signature/date of the Director of (or designee) of the waiver request initiator.
- 7c) Signature/date of the GSFC Official in Charge of the Responsible Office or OIC of the organization that is the equivalent of the Agency requirement owning organization associated with the requirement for which the waiver is being sought.
- 8) For optional use by the GSFC requesting project/organization to track waiver request processing.
- 9) Routing signatories: Identify reason(s) for disapproval in comment block. Approval comment optional.
- 10) Signature/date of the NASA Official in Charge (or delegated authority) of the Headquarters Office who is responsible for the Agency-level directive referenced in block 3b. This signature block is provided for convenience in the event this form (rather than a letter) is used to request a waiver from a HQ OIC.
- 10a) Identify reason(s) for disapproval in comment block. Approval comment optional.